



CALIFORNIA STATE UNIVERSITY

**FULLERTON**

Return to: Office of Financial Aid  
P.O. Box 6804 GH-146 Fullerton,  
CA 92834-6804

**Enter Student's  
CWID Here:**

**2023-2024 SATISFACTORY ACADEMIC PROGRESS APPEAL FORM**

(Deadline to appeal for Fall 2023 is 10/26/23; Deadline to appeal for Spring 2024 is 04/4/2024)

*Incomplete documents will not be returned. They will be disposed of in a secure manner, per university policy. This will delay processing.*

Name \_\_\_\_\_ CWID \_\_\_\_\_

Address \_\_\_\_\_ Telephone Number \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Current major \_\_\_\_\_ Semester you entered CSUF \_\_\_\_\_

Degree objective \_\_\_\_\_ Anticipated graduation date \_\_\_\_\_

# of units Summer 2023: \_\_\_\_\_ units / Fall 2023 \_\_\_\_\_ units / Spring 2024: \_\_\_\_\_ units      Are you an EOP student? [ ] Yes [ ] No

If yes, EOP counselor must review your appeal, record comments and sign below. \_\_\_\_\_

\_\_\_\_\_  
EOP Counselor's Name / Signature

**Instructions:**

**You are requesting an exception to the SAP policy. Your appeal must include the following:**

1. SAP Appeal form
2. Personal statement that includes:
  - a. Description of the circumstances that contributed to your inability to reach satisfactory academic progress
  - b. The steps you have taken to improve your future academic performance. (i.e: "I have obtained academic advising, I have also reduced the number of enrolled units to ensure I successfully complete all attempted units.")
3. Documentation of the circumstances described in your statement (e.g., medical records, police report, etc.).
  - a. If you are appealing to request a **SAP Re-Calculation** with additional earned units the documentation requirement is optional. You must still submit this form and a personal statement.

**Appeal Process:**

In general, an appeal is approved only if you document that lack of academic progress is a result of circumstances *unforeseeable and beyond your control*. Appeals are reviewed by Student Affairs Professionals. Please allow **4-6 weeks** for your appeal to be reviewed. We will communicate our decision to you once a decision has been made.

**Approved for Probationary or Academic Plan:**

If approved, your appeal will be granted for either: (1) **one** Probationary semester or (2) an Academic Plan spanning multiple semesters, depending on your specific circumstances. We will continue to monitor your SAP after each semester to determine if you are eligible for financial aid for the subsequent term(s). If your appeal was granted Probationary, you must make SAP after your approved term or your SAP status will again be suspended. If approved for an Academic Plan, you must meet the conditions of your plan each term or your SAP status will again be suspended. If SAP suspended, you are not eligible for financial aid.

**Approved for SAP Re-Calculation:**

California State University, Fullerton, evaluates SAP after the Spring semester, known as our official evaluation point. Even if you have made SAP on your own with additional earned units, you are still required to appeal if you are asking our office to re-calculate your SAP before the end of the upcoming Spring semester. If your appeal is approved, we will update your SAP status to met and you will be eligible for financial aid as defined by U.S. Department of Education regulations. After the upcoming Spring semester, we will re-calculate your SAP again.

**Denied:**

If denied, communication will be sent to you explaining our decision and your next steps.

I hereby certify that all information reported on this appeal form and any attachments hereto is true, complete and accurate. I also authorize the Office of Financial Aid to verify any information submitted. I also certify that I have read the terms and conditions section of the CSU Fullerton, Financial Aid website (<http://www.fullerton.edu/financialaid/info/Terms.php>).

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## SATISFACTORY ACADEMIC PROGRESS APPEALS (SAP)

A **SUCCESSFUL APPEAL** contains 3 parts: 1) A written statement, 2) Steps to ensure academic progress in the upcoming academic year and 3) Documentation.

Your written statement should be a concise but detailed typed statement that explains the extenuating circumstance that prevented you from making satisfactory academic progress. Illness, injury, death in the family, financial hardship and legal issues are the most compelling and common circumstances. Other situations that are not considered extenuating but can be considered are: difficult work schedule, change of major, difficult course, difficulty with an instructor, academic overload, and poor time management. As these are not extenuating, the appeal will have to be very strong to gain approval.

After explaining the circumstance that caused you to fail SAP, you should outline the steps you have taken and plan to take to improve in the coming academic year. Examples include meeting with an academic advisor, reducing your course load, getting a clean bill of health, or reducing work hours and show the committee that you will be able to improve. If you do not show evidence that you will be able to meet SAP in the academic year, your appeal may be denied.

Finally, you should provide documentation that supports your reason for failing SAP. This may include:

<b>Circumstance</b>	<b>Example of Documentation</b>
Injury/Illness	Letter from Physician
Mental/Emotional Stress	Letter from Counselor
Difficulty with a class	Letter from Tutor, Professor or Advisor verifying your ability to perform well in the class.
Overwhelming Work Schedule	Letter from supervisor or letter stating resignation or reduction in hours
Legal Issues	Court Documents
Death in family	Death Certificate

### **HOW SAP IS CALCULATED**

The Office of Financial Aid monitors your CSUF units and grades each June to determine if you are eligible to receive financial aid in the following academic year. You must complete 66.67% of attempted units. Grades of A, B, C, D, or CR count toward earned units; grades of IC, SP, WF, WU, AU, I, RD, F, U, W, or NC will count toward attempted units, but not earned units. Secondly, we look at your cumulative GPA to determine whether you meet the minimum based on your grade level:

<i>After the 2<sup>nd</sup> term</i>	1.5
<i>After the 3<sup>rd</sup> term</i>	1.70
<i>Juniors, Seniors and all other undergraduates beyond the 4<sup>th</sup> term</i>	2.0
<i>2<sup>nd</sup> BA</i>	2.0
<i>Credential</i>	2.5
<i>Graduate</i>	3.0

### **INCOMPLETES/GRADE CORRECTIONS**

If you have failed SAP because of an incorrect grade or an incomplete grade, you must wait until the grade has been updated by admissions and records. Once it is updated, you can use this form to appeal for a Re-Calculation with additional earned units.

### **NON-CSUF COURSEWORK**

We will consider units earned at *another school*, only if you earn transfer units for credit toward your degree program at CSUF. (A maximum of 70 community college units will be counted for unit credit. The Office of Admissions and Records determines if you have transferred the maximum to CSUF.) Once you complete the course(s) and have your transcripts evaluated by CSUF, you can use this form to appeal for a Re-Calculation with additional earned units.